



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY SOUTH
FORT SAM HOUSTON, TEXAS 78234-7517

AFSO-PR (420)

STANDING OPERATING PROCEDURE (SOP)
BETWEEN
UNITED STATES ARMY SOUTH (USARSO)
SOUTHWEST REGION INSTALLATION MANAGEMENT AGENCY (SWRO IMA)
470TH MILITARY INTELLIGENCE
AND
SOUTHERN HEMISPHERE ARMY CONTRACTING AGENCY (ACA)

SUBJECT: FIRE PREVENTION AND EVACUATION PLAN

1. PURPOSE. The purpose of this memorandum is to set forth the responsibilities for fire prevention and protection, and to prescribe the means for compliance. The objective is to eliminate the causes of fire and minimize the possibility of loss and property.

2. REFERENCES.

- a. AR 420-90, Fire Prevention and Protection
- b. FSH Regulation 420-5, Fire Prevention and Protection

3. APPLICABILITY. This publication applies to all personnel and visitors occupying building 1000 at any given time.

4. POLICY. Fire prevention for Building 1000 is paramount. It is extremely important that each individual be aware of and takes immediate action to eliminate fire hazards. This fire plan is published for the information and compliance of all concerned and will be posted on the bulletin board in all areas.

5. RESPONSIBILITIES.

- a. All building occupants will follow procedures indicated in appendix A.
- b. Building evacuation Plan by floor is located at Appendix B.

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c. All Directorates will appoint an Evacuation Warden(s) for their directorates. The individual(s) will be on orders and will perform the Fire Warden duties as listed. There will be one warden for no more than 20 people.

d. Evacuation Warden Duties.

1. Building fire plan and evacuation plan is posted and up to date.
2. Inspect fire exits and hallways for fire hazards.
3. Ensure fire regulations are being enforced.
4. Maintain list of all personnel in their areas requiring assistance to evacuate the building. Ensure an assistant is designated to help those needing help.
5. Wardens will be responsible for checking offices, bathrooms, and other spaces before being the last person to exit an area.
6. Train new personnel on the use and location of fire extinguishers.
7. Assist during fire drills as required by this policy.

6. PROCEDURES. Take the following actions immediately upon discovering a fire.

a. Sound the alarm by pulling the alarm switch, shouting, and by any other method necessary to alert the occupants of the building.

b. NOTIFY THE FIRE DEPARTMENT (911). The first person to become aware of the emergency in the building should ensure that the Emergency Services (ES) have been notified. Give the building number, description of fire, location, and name of individual making the report. **DO NOT hang up the telephone until the operator has indicated the message is understood.**

c. EVACUATE the building and GATHER IN THE ASSIGNED MEETING AREAS FOR ACCOUNTABILITY. Wardens take accountability for your section and report status to division/section chief, then building manager. The Building Manager will relay accountability to the appropriate ES personnel upon their arrival. DO NOT RETURN TO THE BUILDING -- the ES will locate missing personnel; therefore, accountability must be accurate.

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- d. All personnel will lock computer and/or secure laptops from docking work station.
- e. TIME PERMITTING all personnel will secure classified information, to include hard drives in the security containers prior to leaving the premises.
- f. EVACUATION is of primary importance. Building occupants do not fight fires; however, if you believe the fire is small and easily contained by local fire extinguisher, you may, at your discretion, use a fire extinguisher located in the building to extinguish small fires. This may only be done AFTER you have activated the alarm and notified the Fire Department. IF IN DOUBT – EVACUATE.
 - (1) There are fire extinguishers located throughout the building.
 - (2) To use a fire extinguisher, use the acronym **PASS**:
 - P**=Pull the pin and push on handle to break the seal
 - A**=Aim the nozzle at the base of the fire
 - S**=Squeeze the handles together
 - S**=Sweep the base of the fire moving it away from yourself
 - (3) Fire extinguisher training is an annual requirement for all building occupants IAW FSH Regulation 420-5.
- g. CLOSE ALL DOORS behind you as you exit to cut off oxygen supply and contain the fire.
- h. STAND BY. The Building Manager will be available after the arrival of the ES to render any assistance requested. After the ES arrives, the incident commander is in charge of all operations. Only the incident commander has the authority to declare the building safe and clear to allow for re-entry.
- i. VISITORS AND/OR SERVICE PERSONNEL, the hosts and/or area wardens, are tasked with helping these individuals safely evacuate the building.

7. FIRE PREVENTION.

- a. Smoke only in the designated smoking areas. Extinguish cigarettes in butt cans provided.
- b. Do not add extension cords to outlets without prior approval.
- c. Do not accumulate trash or other fire-hazardous materials inside your work areas.

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d. Cooking equipment is authorized only in locations so designated by the Landlord of leased premises. Location must also conform to the FSH Installation Fire Department operating procedures. Microwave ovens will only be used in accordance with the manufacturer's instructions.

e. Where cooking is permitted, using personnel will ensure the areas are cleaned daily.

8. ADMINISTRATION: This SOP is effective upon signature and will remain in effect until changed by mutual consent or revised when special circumstances necessitate a revision, provided such changes are accomplished as written amendments.

FOR USARSO

DAN C. MEYER
COL, GS
USARSO Chief of Staff

DATE

FOR 470TH

REY VELEZ
COL, 470TH Military Intelligence
Commander

DATE

FOR IMA

KATHLEEN Y. CURD
Installation Management
Agency,
SWRO, Chief of Staff

DATE

FOR ACA

VELMA SALINAS-NIX
ACA, Southern Hemisphere
Director (Acting)

DATE

APPENDIX A

1. PURPOSE. To describe the duties and responsibilities of Building 1000 occupants in the Fire Prevention Program and the evacuation of Bldg 1000 in case of fire or other catastrophe.

2. BUILDING 1000 EVACUATION PLAN. To ensure the safety of personnel, supervisors will escort personnel for whom they are responsible from the building according to the evacuation plan. (See **Figure A-1 thru Figure A-8**). When clear of the building all personnel will meet at their designated meeting area. (See **Figure A-9**). A headcount will be taken and the Building Manager advised as to any personnel who are missing and not accounted.

3. The CSFS Label 445 (Fire and Rescue labels are prominently displayed on or near the telephones. Building 1000 Evacuation Plans are at Appendix B.

- a. Installation Management, HHC, 470th MI, **Basement Floor diagram**, Fig B-1
- b. Installation Management, **1st Floor diagram**, Fig B-2
- c. ACA, **2nd Floor diagram**, Fig B-3
- d. G1, G4, G6, G8, **3rd Floor diagram**, Fig B-4
- e. G2, **4th Floor diagram**, Fig B-5
- f. G3, **5th Floor diagram**, Fig B-6
- g. SGS and Special Staff, **6th Floor diagram**, Fig B-7
- h. Command Group, **7th Floor diagram**, Fig B-8

4. ASSIGNMENT OF DUTIES. It is the duty of each employee who works in Bldg 1000 to review the Fire Prevention Plan and comply with the safety requirements. Special attention should be paid to the Bldg 1000 evacuation plans and to the location of alarm boxes and fire extinguishers.

a. Directorates will identify all personnel requiring assistance during evacuation and will ensure Evacuation Wardens are given their names and work locations.

b. Bldg 1000 Evacuation Wardens will be appointed and briefed on their duties by the Building Manager or Fire Department.

5. FIRE FIGHTING EQUIPMENT. Bldg 1000 is supplied with multipurpose fire extinguishers for Class ABC fires. These particular extinguishers are used for wood, paper, other combustibles and electrical fires. Automatic fire sprinklers are located throughout the building.

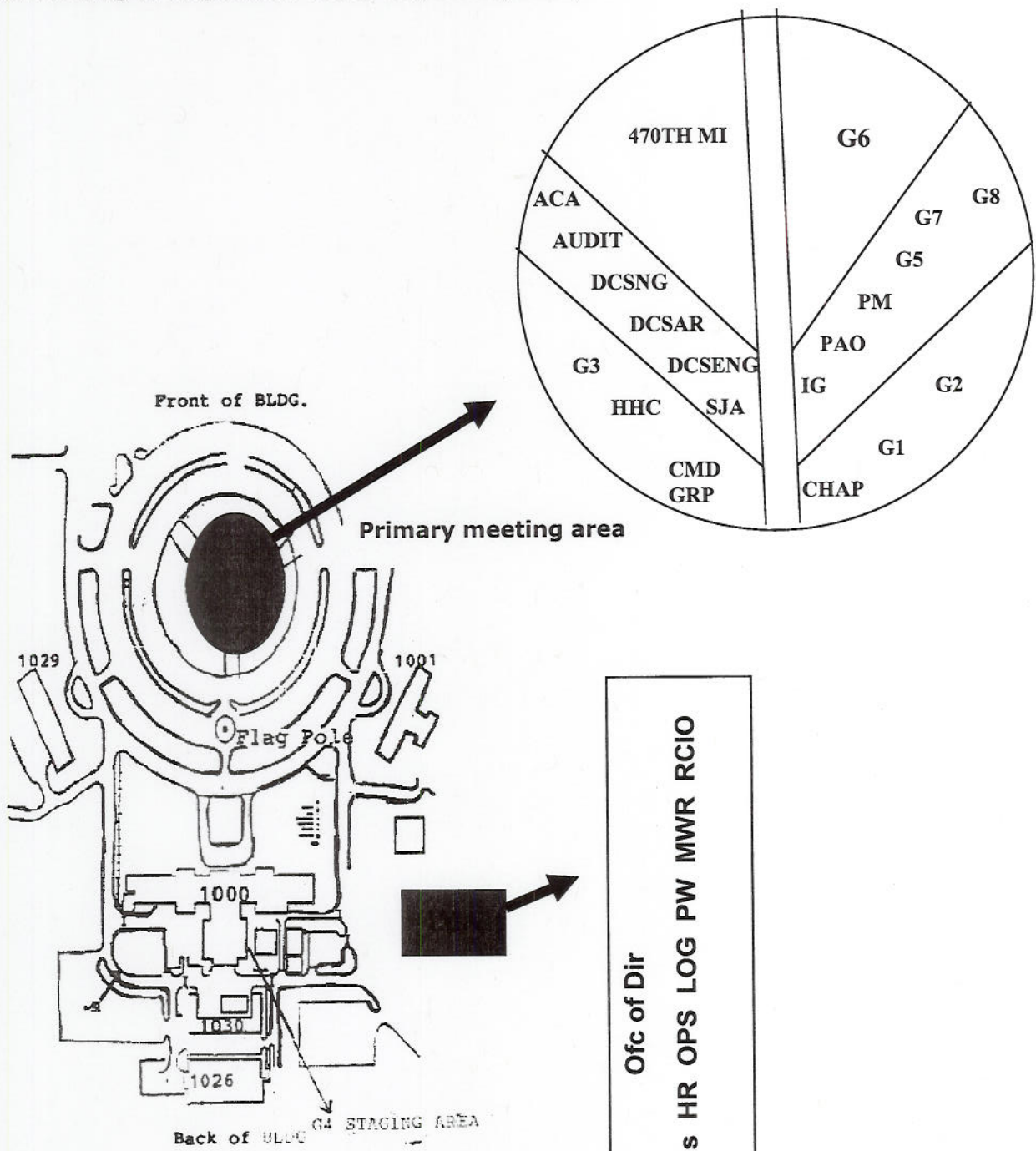
6. FIRE HAZARDS AND THEIR CONTROLS.

a. The major fire hazard in Bldg 1000 is an electrical overload or electrical short. Employees should exercise care and conservation when using electrical extensions to prevent overloading circuits. Should an electrical short occur or a circuit breaker open without subsequent fire, call the Fire Marshal to investigate. If a fire does occur, trip the alarm system, call 911, and follow evacuation procedures.

b. The next major fire hazard is a paper based fire. In the course of our daily business we collect and create a large amount of paper. Do not store papers on top of electrical cords or extension cords. Do not put partitions on top of electrical extensions or equipment cords. Do not wrap electrical cords around table or desk legs or partitions to secure them- use tape for this purpose to prevent chafing of the cord.

7. Point of contact for Building 1000 is Mel Trachta, Orion Corp. (210)710-2425

Alternate meeting area (located south of parking area)



Ofc of Dir
SS RM Plans HR OPS LOG PW MWR RCIO

STAGING AREA - Alternate meeting area
(located south of parking area)